

ADMINISTRATIVE ASSISTANT FRONT DESK

Florida A&M University
School of Architecture Engineering Technology

Job Description

OVERVIEW

The primary purpose of this position is to provide administrative support to the faculty in the SAET. This person also maintains a master schedule of SAET classes, room assignments, Faculty offices and office hours.

DUTIES

1. Door to the SAET:

- a. Responding to Inquiries
 - i. Work closely with the Director of Student Services, distribute and document all requests from prospective undergraduate, parents, and other interested parties.
 - ii. Maintain a Log of all inquiries and visitors to the SAET.
 - iii. Support the SAET undergraduate recruitment by referring inquires to the Outreach Coordinator.
 - iv. Support the SAET Professional & Graduate recruitment by referring inquiries to the Directors.
 - v. Support the matriculation of undergraduate students by referring inquiries to the Director of Student Services.
 - vi. Support the matriculation of graduate students by referring inquiries to the Directors.
 - vii. Support Fundraising and Outreach efforts by referring inquiries to the Associate Dean
 - viii. Maintain informational packets for visitors.
- b. Accepts packages and signs for deliveries.
- c. Prepares Admission, Recruitment related letters and/or packets for mail.
 - i. Correspondence from the Director of Student Services.
 - ii. Correspondence from the Directors of Architecture and Engineering Technology.
 - iii. Correspondence from the Outreach Coordinator.

2. Building and classroom management:

- a. Support the IT Director in inventory and working order of:
 - i. Computer Equipment
 - ii. Audio/Visual
 - iii. Software
 - iv. Specialized Furniture
- b. Log Facility Use: Class schedules, class assignments, faculty assignments.
- c. Schedule outside use of facility spaces.
- d. Report maintenance needs to appropriate University and track until completion.
- e. Maintain use log of specialized equipment such as carts.
- f. Collect faculty office hours and methods of contact.
- g. Support Proper Use of Laboratory spaces & Equipment:
 - i. Purchase Orders
 - ii. Schedules and Deliveries
 - iii. Installations
 - iv. Schedule Maintenance

3. SAET Supply Coordinator:

- a. Maintain Copy equipment and related supplies.
- b. Maintain cartridges of desk printers.
- c. Maintain faculty routine supplies such as, pencils, pens, calendars, notepads, tape, staplers, paper clips, etc.
- d. Request special needs of faculty and staff and present to Senior Administrative Assistant to order.

4. Faculty Support:

- a. Process and ensure all Faculty & Staff Exit paperwork is complete.
- b. Performs typing and word procession the faculty and ensure appropriate copies are filed.
- c. Assist visitors and guest critics in safely entering campus, parking, ID etc.

5. SAET Course Schedule Builder.

- a. Maintain Block Schedule for all SAET courses.
- b. Prepare Autogen Request Forms when requested by directors to add semester courses.
- c. Monitor accuracy of all courses in the SAET.
- d. Build schedule of courses in iRattler.
- e. Post schedule of courses.

6. Provide SAET and University Service:

- a. Maintain security system and access cards.
- b. Maintain current and accurate contact information of all SAET Administrators, Faculty, and Staff.
- c. Assist Outreach Coordinator in troubleshooting matriculation issues for FTICs?.